



AF149  
closed  
10/15/11

ENTERED  
*[Signature]*

Agency Logo

### CLOSING REQUEST FOR APPROVAL

DATE: 1/12/11 CHILD PLACING AGENCY: Camelot Community Care

TYPE OF CLOSURE: VOLUNTARY (Attach letter from foster parent or license) ☒ INVOLUNTARY

#### FOSTER PARENT(S) INFORMATION:

NAME(S): Cynthia Mann-Briscoe TELEPHONE: [REDACTED]

ADDRESS: [REDACTED] CITY: [REDACTED] STATE: [REDACTED] ZIP: [REDACTED]

#### REASON FOR CLOSING:

☒ Confirmed Abuse Report ☐ Background Screening Law Violation ☐ Unsafe Condition

Other: Involuntary Closure Child Specific License Adoption Family moving Divorce /Separation Health problems Fostering Family Issues Other Family Issues Financial Non-compliance

Documentation Non-compliance Other Licensing Non-compliance

Dissatisfaction with Supervising Agency Dissatisfaction with Lead Agency No Placements

Other \_\_\_\_\_

Would you consider for licensing again: Yes ☒ No ☐ If not, why? On 3/4/10, DCF received an abuse report

#### REVIEW AND SIGN OFF:

LICENSING COUNSELOR: I have prepared this closing request and recommend for approval.

SIGNATURE: [Signature] DATE: 1-12-11

LICENSING SUPERVISOR: I have reviewed this closing request and recommend for approval.

SIGNATURE: [Signature] DATE: 1/14/11  
(If applicable)

LEAD AGENCY REPRESENTATIVE: I have reviewed this closing request and recommend for approval.

SIGNATURE: [Signature] DATE: 1/18/11

\* Please attach: Census by provider.

*[Handwritten notes]*



State of Florida  
Department of Children and Families

Charlie Crist  
Governor

George H. Sheldon  
Secretary

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Perry Boman  
Southeast Regional Director

November 10, 2010

CERTIFIED MAIL [REDACTED]

Cynthia Mann-Briscoe  
[REDACTED]

Dear Ms. Mann-Briscoe:

The Department of Children and Families, Child and Family Connections, and Camelot Community Care regret to inform you that your foster care license expiring January 31, 2011 will not be renewed.

The specific concerns include the following:

On March 4, 2010 the Department received an abuse report [REDACTED]

[REDACTED]  
investigation, you were arrested, and your  
immediately removed from your care. [REDACTED]

As a result of the  
foster children were

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111 South Sapodilla Avenue • West Palm Beach • Florida 33401

Mission: Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and  
Advance Personal and Family Recovery and Resiliency

[REDACTED]

This is a violation of the discipline policy in Florida Administrative Code, Chapter 65C-13.029 and the bilateral agreement signed by you annually with the most recent on November 18, 2009, which states, "The foster parents must not subject children to cruel, severe, humiliating, or unusual punishment..." Furthermore, "The foster parents must discipline children with kindness, consistency, and understanding and with the purpose of helping the child develop responsibility with self control."

In addition [REDACTED]  
[REDACTED], you have been non-compliant with adhering to Florida Administrative Code, Chapter 65C-13.030, Standards for Licensed Out-of-Home Caregivers (5) h 4, which states, " All medications shall be stored in a location that is locked and inaccessible to children. Hooks, child safety latches and other baby proof devises do not qualify as locked storage for medications." [REDACTED]

[REDACTED]

is a violation of the bilateral agreement signed by you. Per the Bilateral Agreement Foster Parent Responsibilities to the child includes, "To provide the child an opportunity to learn the value and use of money through the giving of allowance which is included in the board payment."

The exit interview demonstrates further concerns with your ability to provide a safe and nurturing environment for foster children. [REDACTED]

[REDACTED]

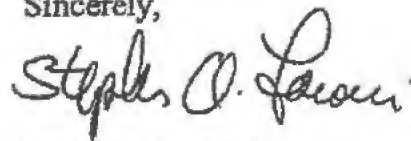
Please be advised that within twenty-one days of receipt of this letter, you may contest the decision of this agency by requesting an administrative hearing, pursuant

to the Administrative Procedures Act, Chapter 120, Florida Statutes. Your request for an administrative hearing should be made by sending a written request to:

Department of Children and Families  
Circuit Legal Counsel  
Attn: Colleen Farnsworth, Esq.  
111 S. Sapodilla Avenue, Suite 303  
West Palm Beach, FL 33401

If we do not hear from you within the specified time frame, we will consider this matter resolved and you will forgo any further rights to appeal.

Sincerely,

A handwritten signature in black ink, appearing to read "Stephen A. Faroni". The signature is fluid and cursive, with the first name "Stephen" being the most prominent part.

Stephen A. Faroni  
Director of Administrative Services  
Department of Children and Families

Cc: Michelle Windfelder, Licensing Specialist  
Donna Andrews, Program Operations Coordinator, Child and Family  
Connections

## NOTICE OF RIGHTS

This decision constitutes final agency action unless a person who is substantially affected by it submits a written request for hearing that is received within twenty-one (21) days from the date on which he or she first receives this notice. The request for hearing must also meet the requirements of Section 120.569, Florida Statutes and either Rule 28-106.201 or Rule 28-106.301, Florida Administrative Code, or else it will be dismissed as required by Section 120.569(2)(c), F.S.

That law and those rules require the written request for hearing to include the following information:

1. The name and address of each agency affected and each agency's file or identification number if known;
2. The name, address and telephone number of the person who is asking for the hearing (the petitioner);
3. The name, address and telephone number of the petitioner's representative, if any;
4. An explanation of how the petitioner's substantial interests are or will be affected by the agency decision;
5. A statement of when and how the petitioner received notice of the agency decision;
6. A statement that the petitioner does not dispute the facts upon which the agency relied but that it wants to exercise the right to be heard anyway OR a statement that the petitioner does dispute the facts upon which the agency relied and a list of the facts in dispute;
7. A concise statement of the facts as the petitioner perceives them to be, including the specific facts set out by the agency that the petitioner wants the agency to reverse or change;
8. A statement of the specific rules or statutes that the petitioner believes requires the agency to reverse or modify its decision; and
9. A statement specifying what action the petitioner wants the agency to take in the matter.

Failure to request a hearing in writing and within the time frames required in this notice or failure to provide the information required by the law and rules governing requests for Chapter 120 hearings constitutes a complete waiver of any right that a substantially affected person may have to challenge this decision.

### Provider Notes

Provider Name:MANN-BRISCOE, CYNTHIA	
Note ID:100016164 Version Number : 1	Date Entered:01/18/2011 02:49 PM
Worker Creating Note:ANDREWS, DONNA	Worker Making Contact:ANDREWS, DONNA

### Note Information

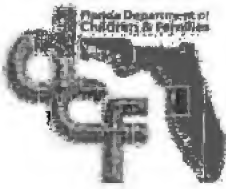
Contact Begin date:01/18/2011 02:45 PM	Contact End date:
Category:Out of Home	Type:Licensing

### Narrative

Received involuntary closure on the Mann-Briscoe foster home. CPA submitted closure following confirmed abuse report and 120 letter from DCF. The CPA documents that they will not consider the home in the future for licensure.

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Camelot Community Care

## BILATERAL SERVICE AGREEMENT

### Purpose:

*Becoming a foster parents is a privilege, not a given right, that comes with a great deal of public trust and responsibility. This vast responsibility requires a strong partnership among the foster parents, the Department of Children and Families and Community-Based Care Agencies. As team members, each member will work in collaboration to resolve any issues and maintain a child-centered focus.*

The purpose of this Agreement is to identify the expectations for foster parents and the Department of Children and Families on behalf of the children and families that are served in the foster care program. This agreement reflects standards of care that are current requirements in Florida Administrative Code, which are based on statutory authority found in section 409.175, Florida Statutes. The premise of this agreement is that the department, Child Placing Agencies and foster parents must work as partners to assure safety, to provide for the physical and mental well being and to obtain permanency for each child.

### CPA and Department Responsibilities to foster parents include:

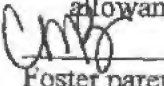
- a. To treat foster parents with courtesy, respect and as an important team member.
- b. To show support by responding within (whenever possible) 24 hours to telephone messages and written correspondence.
- c. To the fullest extent possible, to schedule all meetings with the foster parents at mutually convenient times.
- d. To provide or arrange for training opportunities that are offered at a time and location that are as convenient as possible for foster parents.
- e. To meet, address and resolve complaints regarding foster parents or disputes between the foster parents and the department/CPA, if necessary.
- f. To notify foster parents within 2 working days when a new caseworker is assigned to children in their home. To provide the new counselor's name, work phone number, an after-hours phone number and the caseworker's supervisor's name and telephone number.
- g. To provide at least once a year, performance feedback through the use of the Caseworker's Review of Foster Parent(s) Performance form. The Child exit interviews completed during the year will be included as part of the performance review, when available.
- h. To discuss prior to placement of a child, any and all available information pertaining to the child.
- i. To provide the child's Resource Record to the foster parents no later than 72 hours after placement. To provide updated information to the foster parent in a timely manner.

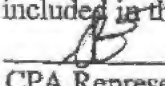


- j. To provide the case plan, which is a record of services to for the child and family, within 72 hours of placement of the child or within 24 hours of acceptance of the case plan by the court.
- k. To provide a board payment for each child placed in the home based on the established rate structure. Payments will be made each month in a prompt fashion.
- l. To provide each year, a clothing payment based on the established rate for new clothing and shoes for the child.
- m. To provide the foster parents a minimum of one face to face visit every calendar month by the child's caseworker when there is a foster child in the home. This visit must take place in the foster parents' home. The visits may need to take place more frequently if the foster parents and/or child are experiencing difficulties.
- n. To provide the foster parents who are caring for a child on shelter status a minimum of one home visit per calendar week by the caseworker.
- o. To ask for the opinions and ideas of the foster parents when preparing updated case plans, during monthly visits to the home, case plan meetings, departmental staffings, court hearings and any other forum in which the foster child is discussed.
- p. To provide notice of all court hearings and departmental staffings, pertaining to children in their care, at least 72 hours prior to the meeting or hearing.
- q. If available, respite care will be provided by the CPA with a 30-day notice when the foster parents request such service. Emergency respite care, as defined by the CPA shall be provided when requested by the foster parent(s).

**Foster Parent Responsibilities to the child include:**

- a. To make a commitment to work with the child for the length of time necessary until permanency is achieved.
- b. To provide acceptance and care to the child by praising the child often, showing appropriate emotional responses, listening to the child's feelings and asking for the child's opinions.
- c. To treat the child as if the child is their own. The child must receive the same food as the rest of the family, should be taken on family outings, and vacations and should be shown the same amount of time, interest, and patience the rest of the family receives.
- d. To ensure that the child has supervision appropriate to his/her age and/or developmental level, or as specified in the child's safety plan.
- e. To assist and participate in planning visits with the child's parent(s) or relatives.
- f. To never make negative statements about a child's family.
- g. To work with the child, parents, CPA, and significant others to ensure that the child has a smooth transition when he/she returns to family or is placed in another permanent home or interim placement.
- h. **To transport and accompany the child to medical, dental, and mental health appointments.**
- i. To provide the child an opportunity to learn the value and use of money through the giving of allowance which is included in the board payment.

  
Foster parent(s)

  
CPA Representative



- j. To buy the child clothing and necessary toiletries with the monthly board rate and clothing allowance.
- k. To keep an inventory of all belongings the child brought to the home as well as those purchased or subsequently obtained for the child. These belongings must go with the child when they leave the foster home.
- l. To support and encourage the religious beliefs, ethnic heritage and language of the child and the child's family. If the child wishes to attend cultural events or religious services, the foster parents will provide or arrange transportation.
- m. To adhere to the following safety and discipline policies. Failure to comply with the safety and discipline policies may result in the removal of children from the home.

**Safety Policies:**

1. Swimming pools must have a barrier on all four sides of at least four feet. The barrier may consist of a house plus a fence on the remaining three sides or a four-sided fence. All access through the barrier must have one of the following safety features: alarm, key lock, self-locking doors or a bolt lock that is not accessible to children. When the swimming pool is not in use, all entry points must be locked. Above ground pools must have steps or ladders leading to it secured, locked, or removed when the pool is not in use. Hot tubs and spas shall be required to have a safety cover that is locked when not in use. Swimming pools must be equipped with one of the following life saving devices:
  - (1) Ring buoy;
  - (2) Rescue tube; or
  - (3) Other appropriate flotation device with a rope attached which is sufficient length to cover the area.
2. All medications, poisonous chemicals, and cleaning materials must be in a locked place and inaccessible to children.
3. Alcoholic beverages should be stored out of the reach of small children. To avoid access to alcoholic beverages by older children, it is recommended that these beverages be kept in a locked place.
4. If the substitute care parents own a gun, the ammunition and unloaded firearm must be kept separately in locked cabinets.
5. Pets in the home must be vaccinated and their vaccinations must be current.
6. The home must be safe from fire hazards. All combustible items must be stored away from sources of heat. The home must not be heated by unvented gas.
7. All fireplaces, space heaters, steam radiators, and hot surfaces must be shielded against accidental contact. The substitute care parents must have an evacuation plan posted in a conspicuous place and must share it with each child. The substitute care parents must conduct periodic fire drills to make sure all the children understand the procedures. Fire drills should be held at least every six months. The date of the fire drill should be recorded and reviewed at the time of relicensure.
8. If the home is equipped with burglar bars, the caregiver must demonstrate that:

*CMB*

Foster parent(s)

*SE*

CPA Representative

- (a) The burglar bars can be released to allow exit; or  
(b) That other means of exit are readily available from each sleeping area.
9. Substitute parents must have transportation available 24 hours a day. All vehicles used to transport children must be in safe condition, in compliance with applicable motor vehicle laws of the state, and equipped with seat belts and approved car seats for children under the age of four years.
- n. To give the child medication in the dosage and duration as prescribed by a doctor or psychiatrist and keep thorough documentation, through a medication log in the Child Resource Record.
- o. To enroll each school age child in school within three school days of child's placement in the home. To request assistance from the caseworker if there are problems.
- p. To inform the school in writing that they (foster parents) wish to be notified and participate in Individual Education Plan meetings, school activities and conferences.
- r. To attend and take part in court hearings, whenever possible, and other staffings concerning the child and the child's family.
- s. To promote the following conditions for the child in the home:
1. Opportunities and encouragement to communicate and have contact with family members, friends and other people important to the child. The only exception is when the court specifically bars contact with an individual.
  2. Respect for the child's body, person, possessions, bed and personal space.
  3. Encouragement and assistance in decorating his/her room with items that reflect the child's interests, heritage, culture, family and individual personality.
  4. Opportunities to develop interests and skills through participation in school and community activities, such as music, art, sports and special interest clubs.
  5. Encouragement and support in making new friends and maintaining past friends who have a positive relationship with the child.
  6. Encourage the child's sense of pride and accomplishment in his/her abilities when goals are achieved. Provide special recognition and praise when the child does something important for their progress and well being.
  7. Provide the child with suitable clothing, is appropriate for the weather, and appropriate for the age of the child. Whenever reasonable, the child's preferences in clothing should be considered.

**Foster Parent Responsibilities to the CPA include:**

- a. To treat CPA staff, the child's family, and Guardian ad Litem, etc. with respect and courtesy.
- b. To complete a review of the caseworker as requested for children who were in the home 30 days or more.
- c. Each licensed foster parent must take part in at least 24 hours of yearly in-service training approved by the CPA.

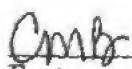
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Foster parent(s)

[Signature]

CPA Representative

- d. To notify the CPA **immediately** of a potential change in address, living arrangements, marital family composition (who is in the home), employment, significant health changes or any other condition that may affect the child's well-being.
- e. To notify the CPA promptly of all contacts the family or any member of the home has with police or any law enforcement agencies.
- f. To take only the CPA's children into care and make no plans for allowing other children or adults reside in the home, without prior approval is given by the CPA.
- g. To be available 24 hours per day seven days per week to receive children if the home is licensed as an emergency shelter home.
- h. To accept the direction and supervision given by the CPA in caring for the child.
- i. To accept the agreed upon board payment per month.
- j. To use the clothing allowance for the designated child, to buy the child clothes and shoes.
- k. To obtain authorization from the CPA prior to spending money if repayment is expected.
- l. To hold **confidential** all information about the child and the child's family and discuss the information only with a CPA staff member or a specialist (i.e., doctor, psychiatrist, therapist) working with the child.
- m. To keep the Child's Resource Record up-to-date.
- n. To allow the child to be removed from the foster home only by a CPA staff member, or another party granted permission by the CPA or the court, in writing. To verify the identity and authority of staff and other parties when not known to the foster parent.
- o. To obtain prior approval for the movement of the child to another home for the purpose of paid respite.
- p. To know where and with whom the child is staying and the type of supervision the child is receiving when foster parents approve an outing or overnight activity. **Children may not remain in an unlicensed setting without the explicit approval of the CPA.**
- q. To take the following actions if the child is missing or has runaway: to abide by the CPA's runaway policy and procedure.
- r. To notify the CPA immediately if the child needs medical attention for sickness, injuries or significant changes in the child's health.
- s. To immediately notify the CPA of any sexually inappropriate action or behavior by the foster child.
- t. To work with the CPA to meet the needs of the child by attending scheduled meetings to discuss the child and his/her family, whenever possible.
- u. To work with the CPA in planning for the child, which may include transfer to an adoptive placement or return to parent(s) or relative(s) or becoming an adoptive placement.
- v. To refrain from engaging in any legal action to acquire custody of the child without the CPA's consent. Adoption by a child's foster parents is often the best choice for finding a permanent home for

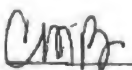
  
Foster parent(s)

  
CPA Representative

a child when reunification is not an option. In these situations the foster parents and the department will work together to achieve this goal.

- w. To notify the CPA if any caseworker with a child in the home does not make a visit each calendar month. Notification should be made by calling 1 800 FLA-FIND.
- x. To not sign blank or incomplete visitation forms or to falsify any record on which the CPA relies.

The CPA may remove the child from the foster home at anytime but will, whenever possible, give a two-week notice. Foster parents may request the department to remove a child from the home, but will give the department at least 30 days notice, except when the child poses a threat to himself, herself or others, or a crisis in the foster family compromises the foster care parents' ability to care for the child.



Foster parent(s)



CPA Representative

Discipline Policies:

1. The foster parents must discipline children with kindness, consistency, and understanding, and with the purpose of helping the child develop responsibility with self-control.
2. The foster parents must help each child learn that he/she is responsible for his/her behavior by teaching him the natural and learned consequences of his/her behaviors.
3. Foster parents must use positive methods of discipline, including the following:
  - (I) Rewarding/praising acceptable behavior.
  - (II) Verbal disappointment of the child's behavior.
  - (III) Loss of privilege(s).
  - (IV) Grounding, restricting the child to the house or yard, or sending the child out of the room and away from the family activity; and
  - (V) Redirecting the child's activity, for example, if a child is playing with a sharp object take the object away, and replace it with a safe toy.
4. The foster parents must not allow children in care to be subjected to verbal abuse, derogatory remarks about themselves and family members.
5. The foster parents must not subject children to cruel, severe, humiliating or unusual punishment, for example, to use soap to wash out the mouth, eating hot sauces or pepper, placing in hot water, kneeling on stones, etc.
6. The foster parents must not use corporal punishment of any kind.
7. The foster parent must not delegate discipline of a foster child to another child or to an adult not known to the child.
8. The foster parents must not withhold meals, clothing, or shelter as a form of punishment.
9. The foster parents must not punish children for bed-wetting or errors that occur during the toilet training process.
10. The foster parents must not resist implementation of the case plan as punishment for misdeeds of a child.
11. The foster parents must not deny a child contact or visits with his family or threaten to deny or terminate any future or present visits as punishment.
12. Foster parents may assign additional routine home chores as the consequence of misbehavior, although these chores must not involve physical exercise so excessive as to endanger the child's health, or so extensive as to interfere with time set aside for school work, sleeping, or eating.

The foster parent(s) must not threaten a child with removal from the home or with a report to authorities as punishment for behavior. Threatening the child with removal plays into the child's conviction that they are doomed to a series of placements and rejections. The Family Services counselor's task is to identify the child's specific behaviors which are causing the substitute parent to request the child's removal. Once problems are identified, the Family Services counselor along with the substitute parents and child assess ways to correct the problem. If problems are not corrected and the substitute family continues to request

CMB  
Foster parent(s)

[Signature]  
CPA Representative

removal, a conference should be held by the Family Services counselor with the substitute family and child to discuss the possibility of removal and replacement. Involving the child in the planning may help him/her feel he/she has some control of his/her life.

Non-compliance with any of the above provisions may result in administrative action by the Department which could include, corrective action, suspension, revocation or denial of further licensure pursuant to Chapter 120, Florida Statutes.

I/we have read, understand and agree to abide by the terms of this agreement.

Cynthia Mann-Bruce  
Foster Parent's Signature

11-18-09  
Date

\_\_\_\_\_  
Foster Parent's Signature

\_\_\_\_\_  
Date

[Signature]  
Child Placing Agency Representative Signature

11/18/09  
Date

Foster Care Licensing Specialist  
Title

CMB  
Foster parent(s)

[Signature]  
CPA Representative





## BILATERAL SERVICE AGREEMENT SIGNATURE PAGE

To Be Used at Each Relicensure

Cynthia Mann-Buscal  
Foster Parent's Signature

11-18-09  
Date

\_\_\_\_\_  
Foster Parent's Signature

\_\_\_\_\_  
Date

[Signature]  
Child Placing Agency Representative Signature

11/18/09  
Date

Foster Care Licensing Specialist  
Title

COMMENTS:

\_\_\_\_\_  
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[Signature]  
Foster parent(s)

[Signature]  
CPA Representative



## INSTRUCTIONS FOR COMPLETING THE BILATERAL SERVICE AGREEMENT

The Bilateral Service Agreement is for use between the Department, a Community Based Care Lead Agency, or a Contract Case Management Provider and a Foster Parent.

### The licensing counselor must:

#### A. At Initial Licensure

1. Review the Bilateral Service Agreement with each newly licensed foster parent, secure the signature of each parent on the document, and sign the agreement on behalf of the department.
2. File the original agreement in the licensing file and provide a copy to the foster parent(s).
3. Provide a copy of the following documents to the foster parent and explain each:
  - A. Attachment A: Safety and Discipline Policies
  - B. Family Services Counselor's Review of Foster Parent(s) Performance, CF-FSP 5223
  - C. Foster Parent's Review of Family Services Counselor Performance, CF-FSP 5224
  - D. Quality of Foster Home: Community Input, CF-FSP 5225
  - E. Child Service Agreement, CF-FSP 5227

#### B. At Re-licensure

1. Review the Bilateral Service Agreement with each foster parent at the time of re-licensure, ask for comments and concerns, secure the signature of each parent on the Re-Licensure Bilateral Service Agreement Signature Page, and sign the document on behalf of the department.
2. Address any concerns/issues noted by the family.
3. File the original in the licensing file, and provide a copy to the foster provider.
4. Provide a copy of the Family Services Counselor's Review of Foster Parents Performance form to each counselor who has worked with a child in the home during the past year.
5. Review the input provided and address concerns as needed. File the completed forms in the licensing file.
6. Provide copies of the Quality of Foster Home: Community Input form, to individuals within community who have interacted with the child and/or foster provider within the past year. (Examples: GUARDIAN AD LITEM, service providers, school, etc)
7. Review the input provided and address concerns as needed. File copies of completed forms in the licensing file.

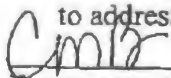
### Any Counselor who places a child must:

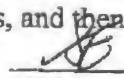
#### A. At the time of placement of a child:

1. Complete the Child Service Agreement.
2. Ask the foster parents to sign and date the agreement.
3. Sign and date the agreement on behalf of the agency.
4. Provide a copy to the foster parents and place the original in the child's case file.

#### B. At the time a child leaves a foster home:

1. Provide a copy of the Foster Parent's Review of the Family Services Counselor's Performance form to the foster parent(s) at the time a child departs from the home (for a children in the home for 30 days or more) and request that it be completed and mailed to the Family Services counselor's supervisor.
2. The completed form must be reviewed by the Family Services counselor's supervisor for feedback and to address concerns, and then placed in the counselor's file.

  
Foster parent(s)

  
CPA Representative